



SYLVANIA FIRST
METHODIST

Request for Facility Usage

Use of Facilities

In order to use Sylvania First facilities and campus, each applicant must fill out an application and submit it to the Church office. Completion of the form is unnecessary for groups that are part of Sylvania First; however, all events must be scheduled through the church secretary or pastor. To schedule an activity, the originator must fill out the appropriate form and submit payment for the usage, cleaning fee, and refundable deposit, if required

Scheduling of Facilities

Use of the Fellowship Hall and kitchen should always be scheduled in advance through the church office whether by a member or non-member. The secretary will maintain a schedule of all planned activities in the office and on the church calendar. All activities must be approved by the pastor or his representative.

The pastor has the right to deny use of any Sylvania First facility deemed inappropriate or in conflict with the principles and teachings of the Global Methodist Church. The pastor is the authority on this matter.

Sylvania First activities and Sylvania First members have priority in all scheduling of facilities use. Conflicts or concerns regarding scheduling for use will be resolved by the pastor with assistance from Trustees and/or leader of the Church Council if needed.

- Sylvania First members must pay a refundable security deposit of \$100.00 in advance to guarantee the security of the facilities and equipment, ensure protection of materials and equipment, and ensure restoration of facilities to their original condition. Non-Sylvania First members must pay \$250.00.
- Failure to provide basic clean up may result in the forfeiture of the security deposit.

- All users must pay a cleaning fee of \$175.00, payable in advance at the time the reservation is made. This is a non-refundable fee and is payable directly to the custodian.
- Fees made for the use of Fellowship Hall does not include use of any other church facility such as sanctuary, classroom, or education building.

Non-Sylvania First related activities must use the assistance of a Sylvania First member as sponsor and to assist with set-up, clean-up and security

Use of Sylvania First UMC Facilities and Equipment To-dos

The Fellowship Hall, kitchen and food serving areas are to be left clean and restored to their original (or better) condition by each user.

- Kitchen and fellowship floors, tables, and counters should be cleaned of any mess that may occur.
- Table cloths are not to be loaned or borrowed for use for any off-site purposes without prior approval.
- Table cloths require a cleaning fee of \$15.00 each if not returned cleaned and folded properly.
- Tables and/or chairs are not to be loaned or borrowed for any off-site purposes
- Sylvania First does not provide or supply plastic plates, cups, forks, napkins, etc. for any non-Sylvania First church activity.
- All non-affiliated users must provide their own consumables (plastic plates, cups, forks, napkins, etc.)
- All dishes and glasses are to be removed from the dining area upon completion of activity.
- Tables must be wiped and chairs placed in order.
- Dishes, pots and glasses are to be washed and put away.
- Ice maker door must be closed
- Garbage is to be bagged and placed in outside dumpsters after each use

- All lights must be turned off.
- AC/heating turned off in the kitchen.
- All outside entrance doors must be locked
- Users of the Fellowship Hall or kitchen should report any broken, damaged or non-functioning equipment to the church office or church staff. This includes heating/cooling, electrical, and plumbing systems.
- The use of Sylvania First freezers and refrigerators is restricted to the storage of food items related to church and social functions only. They are not to be used for personal storage.
- Food not clearly labeled with the name of the food, the date placed, and its intended use is subject to being discarded.
- Any person placing food in cold storage is responsible for its timely removal and for cleaning up any mess that was made by the food.
- No pots, pans, coolers, utensils, punch bowls, plates, glasses, etc., are to be removed from the property (borrowed, loaned, etc.) without prior approval by the pastor. Any item borrowed must be signed out on the list provided in the kitchen (name, date, item, date to be returned). The borrower is responsible for the return of equipment, or for the replacement or repair cost for any items damaged during use.
- Complete the **Checklist** found in this packet.
- After each event, lock all doors, turn off all lights, check restrooms, and reset heating and cooling thermostats accordingly.

Church Nursery:

- Children must be supervised at all times
- Everything is to be picked-up and put in order
- Diaper change area cleaned and sanitized
- Trash must be taken to dumpster
- Lights are turned off before leaving.

Classrooms:

- Children must be supervised at all times
- Everything must be picked up and left in order
- Tables and Chairs returned to their original position
- Lights are turned off

Restrooms:

- Must be clean and orderly
- Lights are turned off

Preparing the Building and Aftercare

- Sylvania First Facilities are cleaned and disinfected using Johnson & Johnson Diversey Products (RR1 & Z1). Disinfectants will be used in rest rooms and hard surfaces areas to treat germs and bacteria. Sanitizing stations will be located at the handicapped entrance, behind the door closest to the piano, and on the porch at the main entrance.
- Public spaces, the secretary's and pastor's offices will be sanitized as needed. All educational, fellowship, and outreach buildings will be cleaned to the standard in place for the sanctuary and office space.

General Guidelines

- Sylvania First facilities and campus are smoke and alcohol free.
- All groups are responsible for conducting their activities in a safe manner. Any and all damage to Sylvania First facilities or campus shall be paid for and is the sole responsibility of the user. Non-church affiliated groups using church facilities on an on-going basis must provide evidence of adequate liability insurance coverage, and shall name Sylvania First Methodist Church as an additional insured.

- Adequate adult supervision must be provided for all youth and children's activities in compliance with our Safe Sanctuaries Policy. Check with the church office for a copy of this policy if needed.
- Tobacco, alcohol, guns, drugs, profane language, obscene conduct or behaviors are not permitted, nor will they be tolerated. Anyone in violation will be dismissed from the church premises immediately by whatever effective means necessary including law enforcement.
- Area of use is limited to that for which permission is granted. Continued and future use of these facilities is dependent on the care taken by users.
- Nothing is to be attached in any way to the interior walls of the Fellowship Hall or Classrooms. No hot glue is allowed on any wall.
- Audio/Visual Systems: Our audio/visual and lighting control systems may only be used when an audio/visual technician is present. *There is a fee required for this technician.*
- Use of our music room and/or music rehearsal spaces requires permission from our Director of Music.
- The Pulpit, Altar Table, Cross, or any other sanctuary furnishings may not be moved from its current location without prior written approval from the pastor.

Liabilities

Pets are not allowed inside any of the church facilities or on the playground. Pets in the church parking lots must be constrained with a leash to avoid any accidents.

The activity leader agrees to pay for and assume full responsibility for any losses, damages, or claims arising from the use of Sylvania First properties or facilities whether from an occurrence at the property or facility, during use, before or after such use, going to and from such use, in or about church facilities, or otherwise.

The Activity leader agrees to reimburse or hold harmless the Sylvania First, and its members, from any such loss, damage or claim including, but not limited to, attorney's fees and costs incurred by the Sylvania First to enforce any obligation imposed under this paragraph or otherwise.

The church is not responsible for the loss of any personal items. Check with the church for any lost or returned items as soon as possible after the event.

Fee Schedule

Recognized church sponsored groups and most church sponsored activities and/or events are exempt from security deposit and usage fee. A cleaning fee of \$175 is applicable when the event is outside the normal Internal Church Cleaning Contract schedule of Monday, Tuesday, and Thursday. All groups or individuals are responsible for restoring the facility used and its contents to its original setting to avoid additional set-up charges.

Church Member:

Facilities	Cleaning Fee	Usage	Security Deposit (Refundable)
Sanctuary	\$175.00	\$0.00	\$275.00
Fellowship Hall, Kitchen	\$175.00	\$0.00	\$275.00
Playground	\$0.00	\$0.00	\$0.00
Outreach Building	\$175.00	\$0.00	\$275.00

Non-Affiliated User Group:

Facilities	Cleaning Fee	Usage	Security Deposit (Refundable)
Sanctuary	\$175.00	\$250.00	\$250.00
Fellowship Hall, Kitchen	\$175.00	\$250.00	\$250.00
Playground	\$0.00	\$0.00	\$100.00
Outreach Building	\$175.00	\$250.00	\$250.00

A total of three checks are required at the time of reservation.

- The first check holds the reservation and is deposited at the time the reservation is made. This check should be made payable to Sylvania First.
- A second check is for the refundable security deposit and should be made payable to Sylvania First. This check will be shredded (or returned, by request) upon verification of non-damage of facilities, verification of basic cleanup, and replacement of any removed furniture to its original location.
- A third check is required for a cleaning fee and should be made payable to the custodian, not the church.
- If applicable, a fourth check is required for the digital fee of \$75 per audio personnel and should be made payable to the digital assistant, not the church.

Final fees and Security Deposits will be determined by the Pastor, Trustee Chairperson or their representative.

A wedding falls under the Church Member Fee Schedule when the bride or groom or at least one parent of the bride or groom is a church member. All other weddings fall under the Non-affiliated User Group Fee Schedule. Weddings include a use of the sanctuary twice, for rehearsal and wedding. The Sanctuary and/or Fellowship Hall & Kitchen include usage times for two days (for rehearsals and wedding day). At the conclusion of a wedding, the sanctuary must be returned to its original condition prior to Sunday morning services. Fees paid for use of the sanctuary include the use of the Fellowship Hall for receptions. However, use of the Fellowship Hall must be

reserved in order to avoid any conflicts. No added fees are required for use of Fellowship Hall.

When renting the Sanctuary or Fellowship Hall, one (1) pulpit microphone and the suspended choir microphones (Sanctuary only) are included with the rental fee. The audio system will be turned on by one of our Sylvania First trained volunteers and will remain on for the entire event. They should remain at the same settings that are used for Sunday morning worship. Our audio, visual, and production equipment is only operated by trained volunteers, so should you require audio, visual, or overhead projection, a \$75 fee is required per event per digital assistant. For a smaller scale event with multiple individual microphones and in-house use of our three video cameras with minimal views (typically funerals, public speaking events, and smaller weddings, etc), only one trained Sylvania First audio personnel is required. For a larger event that requires the use of multiple individual microphones, in house audio blending of multiple singers, bands or large weddings, use of three video cameras with multiple views, and the overhead projector, two trained Sylvania First audio personnel are needed. If the event needs to be recorded, the renter may provide a USB drive with sufficient capacity to record on, and our trained Sylvania First audio personnel will record the event on this device free of charge. Or, for an additional \$25, Sylvania First will provide the USB drive.

Policy for use of Sylvania First UMC Facilities & Campus

The priorities of this policy for the use of the Sylvania First Facilities and campus are:

- Ministries, organizations and committees of Sylvania First
- Members use it for special occasions (Such as weddings, Birthday Parties, other events) . *Refundable security deposit may be required.*
- Programs, organizations and committees of other Methodist Churches. *Refundable security deposit may be required.*
- Groups and organizations of other religious denominations and affiliations. *Refundable security deposit may be required..*

- Non-profit community organizations/non-member special occasions on a one-time basis. *Refundable security deposit may be required.*
- Non-profit community organizations on a regular basis. *Refundable security deposit may be required.*

Prohibited Activities: The Sylvania First Facility and campus may not be used for any of the following:

- Partisan political groups.
- For-profit activities from which the church receives no direct benefit.
- Any purpose which is not consistent with the mission and vision of Sylvania First.

Keep this page for your records

At the conclusion of the event, the following must be completed:

Fellowship Hall & Kitchen	
	Kitchen and fellowship hall floors are clean of any messes
	Tables and counters are wiped clean
	Dishes, pots and glasses are washed and put away
	Chairs are placed in order at the tables
	Food removed from refrigerator
	Ice maker door is closed
	Garbage is bagged and placed in outside dumpsters
	All lights are turned off
	All outside entrance doors are locked
	Reset heating and cooling thermostats accordingly
Restrooms	
	Clean & orderly
	Lights are turned off

Church Nursery (if applicable)	
	Everything is picked up and put in order
	Diaper change area is clean and sanitized
	Garbage is placed in outside dumpsters
	Lights are turned off
Classrooms (if applicable)	
	Everything is picked up and put in order
	Tables and chairs are returned to their original position
	Lights are turned off

